

## SECTION 7: VIEW REPORTS

**Main Menu**

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ditrjm processing on behalf of PASSEHLS AUTO SALES - MV5555


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This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

☐ Title/Registration Processing

☐ Vehicle Inquiry

☐ Retrieve for update and complete    VIN:   
Reference number:

☒ View Reports    

☐ Bank Account Information and Forms

☐ Junk Vehicle    VIN:

☐ Reset (cancel) transaction    VIN:   
Reference number:     Title number:

☐ Add Temporary Plate to Log (Applications not processed electronically)

**Navigation tip:** To move from page to page in e-MV11, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**

**Note:** This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

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Next

To view Reporting, select the View Repots radio button then select **Next**.

## REPORTING MENU SCREEN

☐ Flag applications as mailed to DOT for further processing

☐ Reprint Receipt VIN:

☐ View Temporary Plate Log

☐ Applications Completed

☐ Applications In Progress

Enter the reporting period

Start Date (mm/dd/yyyy)

End date (mm/dd/yyyy)

**Flag Applications As Mailed:** This report will show all applications that could not be completed due to a system stop (e.g. parking citations or judgments). This report is designed to help you keep track of which applications have been mailed to DMV for manual processing, and which have not. Once a record has been marked as being sent in to DMV, it will no longer appear on future reports.

- Select the checkbox on the left-hand of the report to indicate the application and fees have been mailed to DMV for manual processing.

	Reference #	VIN
<input type="checkbox"/>	904052929	1FAFP52U8WG267511
<input type="checkbox"/>	2488052930	1FALP42T5RF131075
<input type="checkbox"/>	4408052696	2MEBM74F4JX648348
<input type="checkbox"/>	5410052860	1HGCB7544LA026905

## REPRINT RECEIPT

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DITRJM processing on behalf of BONG SALES - MV3711

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☐ Flag applications as mailed to DOT for further processing

☒ Reprint Receipt    VIN:

☐ View Temporary Plate Log

☐ Applications Completed

☐ Applications In Progress

Enter the reporting period

Start Date (mm/dd/yyyy)

End date (mm/dd/yyyy)



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- **Enter the VIN to reprint an e-MV11 receipt.**
- **Select Next**

Your title number is 05326D0020016

Click to view report




**Click on the Adobe Acrobat icon to view the e-MV11 receipt.**

## TEMPORARY PLATE LOG

☐ Flag applications as mailed to DOT for further processing

☐ Reprint Receipt    VIN:

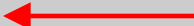
☒ View Temporary Plate Log 

☐ Applications Completed

☐ Applications In Progress

Enter the reporting period

Start Date (mm/dd/yyyy)



End date (mm/dd/yyyy)  

**Temporary Plate Log:** This report will detail all Temporary Plates issued within a certain time period.

- **Select the Temporary Plate Log radio button**
- **Enter the reporting period Start and End date (mm/dd/yyyy)**
- **Select**

**Processing Tip:** The starting and ending date refer to the effective date of the temporary Plate, which will coincide with the Delivery Date. If no Start/End dates entered, the report will be for the current day's transactions.

Click to view report

**Click on the Adobe Acrobat icon to view the report.**

## APPLICATIONS COMPLETED

☐ Flag applications as mailed to DOT for further processing

☐ Reprint Receipt    VIN:

☐ View Temporary Plate Log

☒ Applications Completed    ←

☐ Applications In Progress

Enter the reporting period

Start Date (mm/dd/yyyy)


End date (mm/dd/yyyy)  ←

**Applications Completed:** This report will detail all transactions completed within a certain time period. If no Start/End dates entered, the report will be for the current day's transactions.

**\*\*\*Review this report at the end of each workday to help identify and prepare applications that need to be sent to DMV for Imaging\*\*\***

- Select the Applications Completed radio button
- Enter the reporting period Start and End date (mm/dd/yyyy)
- Select

Click to view report

 ←

**Click on the Adobe Acrobat icon to view the report.**

## APPLICATIONS IN PROGRESS

☐ Flag applications as mailed to DOT for further processing

☐ Reprint Receipt VIN:

☐ View Temporary Plate Log

☐ Applications Completed

☒ Applications In Progress

Enter the reporting period

Start Date (mm/dd/yyyy)

End date (mm/dd/yyyy)

**Application In Progress:** This report details transactions that have been Pended (saved), but not yet completed. If no dates are entered for the Start/End date, the report will show all In Progress applications.

- Select the **Applications In Progress** radio button
- Enter the reporting period **Start and End date (mm/dd/yyyy)**
- Select **Next**

Click to view report

